

WYLD TECHNOTE: Duplicating Bibliographic Records

When using the Duplicate Title wizard to create a new bibliographic record in WYLD, many portions of the new record need to be evaluated for correction.

Retain the 001 tag, replace any prefix before the number. Replace the ocm/ocn designation that was before the number with the code WYLD. So where it used to be: ocm41580492, it is now changed to: WYLD41580492 A record from LC has no prefix before the number: 18534988, so add it: WYLD18534988

Add an 001 tag if it is not present. A record created through original cataloging needs to have the 001 tag added with a unique number preceded by the WYLD code. Example: WYLD20608266. If there is no 001 tag on the record, create the 001 tag by using the auto-generated number in the title control tab. Example: Title Control Number: a2176544 001 tag: WYLD2176544

*****Remember: when deleting tags in Workflows it is necessary to delete the entire tag line, including the tag number, not just the text in that field. Right click on the tag to be deleted to get the drop down menu. Click on the option to Delete Field.***

Variable fields: a number of tags should be deleted from the newly created record.

- 29** Other system control number
- 035** Record control (OCLC number of the record you just duplicated or an obsolete record number)
- 036** Obsolete record control information
- 040** Cataloging source code
- 049** Local holdings code (this is the OCLC holding code)

Also delete any other tags that do not pertain to the specific item you have in hand. These could include **010** (LC number), **020** (ISBN), and call numbers in the tag fields ranging from tag **050** to tag **099**. If the new title is the same topic as the original title, the call number tags can remain on the record if they fit the classification of the new title.

If you are changing the author information, edit the **1xx** tag. The **100** tag is used for a person name; the **110** tag is used for a corporate name. Use appropriate indicators for these tags. Use the authorized form of the author's name by checking the WYLD or the Library of Congress Authority files. Include dates associated with the personal author's name if those dates appear in the Authority File. The LC Authority File can be found at: <http://authorities.loc.gov/>

The **245** tag for a new title will need to be edited. Check the indexing indicator (the second indicator) for the 245 tag to be sure that the new title you are creating has the same indexing value as the original title. For example, if the original title had an initial article ... a, an, the (or the equivalent in a foreign language), and the new title does not begin with an article, that second indicator value must be changed to match the new title.

Old title: 245 14 The road traveled New title 245 14 Theater experience

If the second indicator on the above New Title is not changed to a zero, this title will index on the letter “a” in the middle of the word Theater. This new title entry should be: **245 10 Theater experience**

Verify the information in the **260 or 264** tag and make corrections as needed. These corrections include place of publication, published and date of publication. If the place of publication and date of publication change, the fixed field will also have to be edited to correspond.

Information in the physical description may no longer match so the **300** tag will need to be corrected for the physical description of the new material. Do not use the 300 tag for information that is better suited for a note (**5xx tag**). The 300 tag should describe the material and any accompany material but should not describe instructions on how to use or access the material.

If any of the note fields (**5xx**) do not apply to your item, delete them as well.

Subject headings (**6xx** tags) should match the content of the item for which you created the new record. Use the WYLD Authority File or the Library of Congress Authority File which can be found at <http://authorities.loc.gov/> Use **600** tag for personal name subject headings; **610** tag for corporate name headings, and **650** tag for topical subject headings. Use correct indicators for these headings.

The names of added authors, illustrators, editors, narrators, and others contributing to the creation of the work could appear in **700** tags if those names are given somewhere else in the bibliographic record as well (in the subfield c of the 245 tag or in a note field). If names in those fields aren’t related to your item, delete those tags. **7xx** tags are created in the same pattern as 1xx and 6xx tags: **700** tag for personal names, **710** tag for corporate name. Use a **730** tag for a Uniform title. Use appropriate indicators for all 7xx tags.

If you are duplicating a record in a series to create a bibliographic record for a new title in the same series, be sure to edit any **series numbering** that might appear in the **4xx** or **8xx** tags using the correct format. Check the WYLD Authority File for correct entry. If no authority record is available, perform a BROWSE series search to display the series title with its numbering. Use the format found in the Browse htilist. If you’re creating a whole new series change the series title as well.

***Note that the **596** tag on the new bibliographic record retains the holding code that was on the original record. You cannot edit this tag. The system updates this holdings information as part of the overnight processing.

Fixed field: corrections will need to be made to elements in the Fixed Field of the new record. All fixed fields should be considered when making changes. Not all are listed here. For Help on fixed field information, right click in the datawell next to each fixed field prompt.

Check the record type in the first line of the fixed field. **Rec_Type** of “a” is most common but there are a number of other options. The correct **Bib_Lvl** should also be determined; right click in the datawell next to that entry for options. If the date in the 260/264 tag was changed, **Date 1** of the fixed field needs to

be changed. If more than one date appears in the 260/264 tag, **Dat_Tp** in the fixed field needs corrected and a second date added in **Date2**. If the place of publication in the 260/264 tag has changed, the **Ctry** code in the fixed field needs to be changed. This is generally the two digit postal code for the state in which the work was published. In the 300 tag if illustrations are added or deleted in the new bib record, the **Illus** element of the fixed field needs to be corrected. If the new work has an index, check for the correct code in the **Indx** field. If the record you copied was **Fiction** and the record you created is non-fiction, that fixed field code needs to be corrected. Check the code for **Biog** to see if that applies to the record you created.

Title control tab: corrections to this part of the new bibliographic record must be made. If you created a record for something in a different format, e.g. new sound recording record created from a record for a book, the Format in the title control tab must be changed to match the format of the work you have in hand. You can change the record format in the property settings of the Duplicate Title wizard so it is already set before you create the new record. However, if you forget to change that property setting, after you've created your new record, click on the Control tab of the new record. Use the drop down menu next to this option to select the correct format. This change automatically displays the correct fixed field elements for that new record format. There are some differences in fixed field elements depending on which format is selected so changes need to be made to the fixed field of the new record if the record format is different so those elements match the new format. The ones described above are for the MARC format for books.

Control	Bibliographic	MARC Holdings	Call Number/Item	Bound-with
Basic title information				
Title control number:	a182748733			
Catalog key:	1451981			
Record format:	MARC			
Number of volumes:	3			

It is also very important to change the title control number of the record you just created. The system will assign an auto-generated title control number beginning with a lower case letter "a" followed by a number as shown above. If the newly created record has a 13-digit ISBN (020 tag), enter that with a lower case letter "i" at the beginning of the number ... i9780688089436 as the new title control number. If there is no ISBN but there is an LC number (010 tag), enter that as the new title control number. The LC number would have a lower case letter "l" at the beginning of that number... l96008037 **Title control numbers should be unique numbers. Search the new title control number to be certain it has not been assigned to another record in WYLD.

****Refer to the WYLD Cataloging Standards (Database Guidelines) for information describing how to determine when to create a new bibliographic record.**

*****Refer to OCLC Cataloging Input Standards for information on tags and indicators.**

<http://www.oclc.org/bibformats/en/fixedfield.html>